

**Pre-RFP Informational Session Agenda**  
**RFI-7-6**  
**Indiana Criminal Justice Institute**  
**Meth-Free Indiana Data Repository &**  
**Electronic Methamphetamine Precursor Retail Log Service**

The Indiana Criminal Justice Institute and the Indiana State Police will be hosting a Pre-RFP Informational Session on:

Monday, July 24<sup>th</sup>, 2006  
1pm – 2:30pm Eastern (Indianapolis) Time  
1 North Capitol, 1<sup>st</sup> Floor Conference Room  
Indianapolis, IN 46204

- I. Introductions
- II. Discussion of Request for Proposal (RFP) process by Indiana Department of Administration
- III. Discussion of Minority and Women's Business Enterprise Requirements
- IV. Description of RFP:

The Indiana Department of Administration (IDOA), acting on behalf of the Indiana Criminal Justice Institute (ICJI) and the Indiana State Police (ISP), will be seeking web-based application development, technical support, and maintenance for the Meth-Free Indiana Data Repository (Repository) and/or the Electronic Methamphetamine Precursor Retail Log (Log) and all users. Professional services to develop and implement improvements to that system, performance of staff functions (optional) supporting Repository and/or Log user services, and provisioning of all Repository and/or Log software licensing are also required. It is the intent of IDOA to solicit responses to a Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document.

ICJI and ISP may consider responses to the upcoming RFP that provide solutions to the:

- 1. Meth-Free Indiana Data Repository creation, implementation, and maintenance;
- 2. Electronic Methamphetamine Precursor Retail Log creation, implementation, maintenance, and retailer needs, or;
- 3. Vendors may create, implement, and maintain both the Repository and Logs.

The creation of the Meth-Free Indiana Data Repository will provide state planners and stakeholders with available data in order to assess the scope of the methamphetamine problem in their area and be able to plan appropriate prevention strategies, treatments, and interventions.

### *Meth-Free Indiana Data Repository*

The Meth-Free Indiana Data Repository (Repository) will provide a clearinghouse for all of Indiana's meth-related information and data. The Repository will be available to stakeholders and planners involved in law enforcement, treatment, social services, and the general public. Users will be able to easily download information and reports (PDF's) and participating state agencies will be able to report and submit data on a bi-monthly or monthly basis. Furthermore, users that have restricted or semi-restricted access will update and share data. Daily data collection and delivery for the Indiana State Police (ISP) and local law enforcement submissions of El Paso Intelligence Center (EPIC) clandestine methamphetamine lab reports for transmission to the El Paso Intelligence Center is a key component of the Repository. The vendor should be able to demonstrate experience and expertise in the area of data management and sharing.

### *Agencies that will be included in initial rollout of Repository:*

- Indiana State Police
  - EPIC form and database – need to have one data entry point through the Repository law enforcement secure access site and be able to “dump” data into Repository database and EPIC database (must be compatible with EPIC database and electronic reporting requirements)
  - Central records database for arrest and charging information from counties – county aggregate data for public access; possible records for law enforcement access
- Indiana Department of Correction
  - Substance Abuse Management System (SAMS) database – ability to take a data dump from the Department of Correction database or development of a pre-created electronic reporting form that would be submitted to Repository
  - Individual level data with identifying variables removed will be submitted and be analyzed and county/city aggregated before being entered into the Repository
- Indiana Department of Environmental Management
  - Decontamination and Remediation standards and guidelines
  - List of cleanup contractors
  - List of cleanup addresses (may require legislation change before this can be accomplished)
- Meth Watch/Retailers
  - Kit distribution information (numbers, locations, etc.)
  - Participating retailers
  - Informational resources on meth
- Indiana Department of Child Services
  - Drug Endangered Children protocols
  - Drug Endangered Children database, once operational (2007), would provide a data dump to Repository or submit a pre-created electronic reporting form with county aggregate data

### *Access levels for Repository – Public/Government and Law Enforcement*

- Public/Government Access – displayed as basic web pages
  - General meth information – state and national data
  - Indiana’s meth statutes and legislation
  - County information – displayed as a state map with links to county fact sheets
  - Education/Awareness programs (Local Community Councils’s and State/County meth coalitions)
  - Mapping capability
  - Data generated reports – ability to run queries for canned reports
  - Other links to state agency and meth resource information providers
  - State agencies need to have a link from the public web page to a data submission/reporting form with a secure username and password – reports will be uploaded into Repository database
- Law Enforcement and Prosecutor Access – secure access with username and password
  - El Paso Intelligence Center report form
  - Link to Retail Logs – systems must be compatible with one another
  - Mapping function for hotspot identification
  - Needs to house separate information databases (suspect information, lab location, etc) and be pushed to Fusion Center for intelligence analysis, as well as be queryable by law enforcement officers and prosecutors for investigative purposes
  - Must remain 28 CFR Part 23 compliant

### *Electronic Methamphetamine Precursor Retail Log*

A real time electronic system, accessible by law enforcement via password or a secure connection, is ideal for both law enforcement and retail outlets. An electronic log will alleviate the long wait lines and time taken to check the accuracy of the information given to clerks in the stores as required by the law and allow for a quicker check-out for the consumer when purchasing Ephedrine/Pseudoephedrine products. Real time logs will assist investigators with staleness related to search warrants for drug investigations. The electronic log system must interface with the Meth-Free Indiana Data Repository mentioned above. The system shall retain the records from the completion of the log for at least 2 years.

- Retail outlets able to utilize electronic log system:
  - 28 CFR Part 23 compliant system
  - XML compliant for link with Meth-Free Indiana Data Repository
  - Law enforcement sensitive with secure web access
  - Law enforcement officers must have capability to query Retail Log information by date, name, house number, street, city, state, zip code, and identification number (either Driver’s License or Social Security)

- System should auto-populate the retailer information (address, identification number) for each unique retailer
  - Real time
  - Scanning technology for UPC of Pseudoephedrine/Ephedrine products
  - Scanning technology for state identification cards and driver's licenses in either one dimensional or two dimensional formats with backup system for damaged cards and licenses
  - Web based data downloading from the retail site to the server site, either immediate or daily downloads based on retail outlet's system.
  - Very low cost to retail outlet selling Pseudoephedrine/Ephedrine products
  - Section for clerk to initial as per Indiana Code
  - Technology to link the download to the retail outlet that generates the entry
  - Log override capability by retail managers only. A system override would require the clerk and manager's initials.
  - Purchaser's signature (not necessary as per SEA 444)
  - Alerts to police for violations – over 3g purchase, name alerts, address alerts, ID number alerts
  - Technical support for retail outlets and database
  - No charge to law enforcement to access the database
  - Ability to update product(s) and/or amounts of product(s) based on law amendments
  - Dual reporting capabilities to ISP and ICJI
- Retail outlets without the capacity to comply with electronic log:
- Copy of log shall be mailed to a data entry company by the retailer on the 1<sup>st</sup> and 15<sup>th</sup> of each month
  - A maximum of 7 day entry turnover via scan or data entry
  - Technically compatible (via scan or data entry) with electronic log
  - Data downloads will be done at least once every day entries are made.
  - There will be no need for analyzing or reporting as the data will go into larger database and be sorted there.
  - Retailer covers cost of data entry
  - Company will provide an ISP criminal history background check to ICJI for each employee providing data entry or scanning for that company. The cost for the criminal history shall be covered by the company providing the service or the employee.
- General requirements:
- The vendor shall back the Log system up on CD at least once a month. The CD shall be sent to the Fusion Center on the first of each month to be housed and utilized for additional intelligence analysis. The Fusion Center will purge the data after two (2) years per Indiana Code.
  - The vendor shall establish an information flow between themselves, ISP, and the Fusions Center in order to ensure receipt of monthly backup CD.

- The vendor shall purge their system of all records once receipt of the backup CD is acknowledged by the Fusion Center.

An estimated 10,000 retail outlets may participate but it is expected that some retailers will discontinue sale of ephedrine and pseudoephedrine products due to cost. Due to the variety of retailers in Indiana (national chains, local chains, and small privately owned retailers) respondents should include in their response their plan for implementation with the array of retail stores that sell ephedrine and pseudoephedrine products.

## V. Questions and Answer Session

Prior Solicitation: N/A

### Additional Information IDOA PROCUREMENT LINKS AND NUMBERS

[www.in.gov/idoa/proc](http://www.in.gov/idoa/proc)

1-877-77BUYIN (8946) For Vendor Registration Questions

[buyindianainvest@idoa.in.gov](mailto:buyindianainvest@idoa.in.gov) For Inquiries Regarding Substantial Indiana Economic Impact

- A. [www.BuyIndiana.IN.gov](http://www.BuyIndiana.IN.gov)  
Link to the developing “one stop shop” for vendor registry with IDOA and Secretary of State, MWBE business loop up, etc.
- B. Secretary of State of Indiana  
Can be reached at (317) 232-6576 for registration assistance. [www.in.gov/sos](http://www.in.gov/sos)
- C. Indiana Economic Impact Form  
Online version available at [www.in.gov/idoa/proc](http://www.in.gov/idoa/proc) (drag down page to “Indiana Economic Impact” link)
- D. Minority and Women Owned Business Enterprises  
[www.in.gov/idoa/minority](http://www.in.gov/idoa/minority) for more information [www.BuyIndiana.IN.gov](http://www.BuyIndiana.IN.gov) for table of IDOA certified MBEs and WBEs.
- E. RFP posting and updates  
Go to [www.in.gov/idoa/proc](http://www.in.gov/idoa/proc) (select “current Solicitation Opportunities” link)  
Drag through table until you find desired RFP/RFI number on left-hand side and click the link.
- F. Information Technology (IT) Standards and Policies  
Go to <http://www.in.gov/iot/architecture/> (select Architecture and then click on Standards and then on Policies)